

[approved by board 1/11/2021]

Employee Benefits

Purpose: As part of its efforts to maintain PEEC as a sustainable organization, the PEEC Board is committed to providing fair compensation, including benefits, to its staff.

Applicability: Benefits are available to regular employees, full- and part-time. Those hired as casual employees are not eligible for any benefits other than business mileage reimbursement.

Types of Benefits: PEEC offers time off (paid personal time, unpaid time off, family and medical leave, bereavement leave), medical and dental insurance, and a Simple IRA plan to its regular employees.

Time Off

All time off for the reasons listed below must be requested in advance. Except in emergency situations, employees must have their supervisor's written permission for time off, and their absence must not interfere with the nature center's operations. For all time off discussed below, a week is defined as the number of hours scheduled for work in the employee's employment letter.

Paid Time Off

All regular employees earn paid time off each month.

Regular employees whose total length of service is less than 5 years earn 3 weeks of paid time off annually; those with total length of service between 5 and 10 years earn 4 weeks of paid time off; and those with more than 10 years total of service earn 5 weeks of paid time off.

Paid time off, when used, is paid at the employee's current rate of pay. If an employee takes more time off than is accrued, that extra time off is counted as unpaid time off.

Accrued paid time off at the time of termination of employment will be paid as part of a regular employee's final paycheck, up to the amount banked or the equivalent of one full year of paid time off, whichever is smaller.

Unpaid Time Off

All employees are eligible for unpaid time off, which may be granted at the sole discretion of the Executive Director. Unpaid time off for the Executive Director may be

granted at the sole discretion of the Executive Committee.

Family and Medical Leave

All regular employees are eligible for family and medical leave for the following reasons: the birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse, domestic partner, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job.

Regular PEEC employees are entitled to up to six weeks total per fiscal year of paid family and medical leave and up to 11 weeks of unpaid family and medical leave.

Bereavement Leave

Regular PEEC employees are entitled to up to one week of paid bereavement leave if an immediate family member dies. Immediate family includes a person's spouse or domestic partner, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law. Half- and step- family members and long-term foster children are also included in immediate family.

Medical and Dental Insurance

PEEC offers medical and dental insurance for regular employees who are authorized to work at least 30 hours per week. PEEC will pay 50% of premiums for the employee, their spouse or domestic partner, and the employee's dependents. No other insurance is offered at this time.

SIMPLE IRA Plan

Regular employees with 2 years of service during which they earned \$5,000 or more per year are eligible to make contributions to a SIMPLE IRA in the first pay period after qualification.

Employees may defer any amount of their compensation, not to exceed the IRS limits based on age. They are not required to contribute each year.

PEEC will match the employee's contribution up to 3% of their annual compensation.

See the SIMPLE IRA Policy for more details.

Holidays and Other Closures

PEEC employees will share staffing duties on the holidays that the nature center is open. Employees are not paid for unworked hours on those holidays on which the nature center is closed: January 1, July 4, the fourth Thursday in November, and December 24-25.

On days that the nature center is expected to be open but closes unexpectedly, for example for weather incidents or wildfire, salaried employees are paid for the day. Hourly employees are paid for the hours they expected to work that day. If an employee had already requested time off or was not planning on working on the closure day, they are not paid for that day. This covers closures of up to one week. For closures of more than one week, the board will determine a policy for that incident.

Professional Development

Staff are encouraged to seek out opportunities to further their education and to contribute to their peers' education in topics related to their job duties. Any professional development opportunity that costs more than \$50 or lasts more than 1/2 day must be approved by the supervisor. Supervisors will base their decisions on the number of trainings already attended, demand from other employees, programmatic needs, and budgetary constraints. Supervisors will consult with other supervisors to ensure that professional development opportunities are equitable across the whole staff. Supervisors may also suggest alternate trainings that better satisfy these criteria. Staff are expected to write a report and share learnings from in-depth events (for example, multi-day conferences).

Discounts

Regular employees are granted a free PEEC membership, a discount of 40% in the gift shop, and a discount of 50% for one summer camp or ongoing program (ie, Forest Explorers or Pebble Pups) enrollment for their own child.